

**IDAHO BOARD OF ACUPUNCTURE**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Meeting Minutes of 10/18/2019**

**BOARD MEMBERS PRESENT:** Charles W Raymond - Chair  
Gretchen A Huettig  
Marlene F Strong

**BOARD MEMBERS ABSENT:** John Downey

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Nicholas Krema, General Counsel  
Debbie Toncray, Board Specialist

The meeting was called to order at 1:06 PM MDT by Charles W Raymond.

**APPROVAL OF MINUTES**

Ms. Strong made a motion to approve the minutes of 8/16/2019 and 9/19/2019. It was seconded by Ms. Huettig. Motion carried.

**FINANCIAL REPORT**

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of \$77,686.87 as of 7/31/2019. The Board asked Ms. Eavenson to obtain an update and provide it before the end of the meeting.

**BOARD MEETING PROCEDURES TRAINING**

Mr. Krema reviewed the Board's role in protecting the public health, safety and welfare through the licensure and regulation of the practice of acupuncture in Idaho.

**OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

**NEW BUSINESS**

**REVIEW DRAFT WEBPAGE: APPLYING FOR LICENSE**

The Board reviewed the information on the webpage for applying for licensure. The Board noted two acronyms that needed to be spelled out. Ms. Strong made a motion to have the Bureau make the revisions and post the information. It was seconded by Ms. Huettig. Motion carried.

## **FINANCIAL REPORT UPDATE**

Ms. Eavenson gave an update to the financial report, which indicated that the Board had a cash balance of \$74,124.67 as of 10/17/2019.

## **CE AUDIT REVIEW**

The Board reviewed the CE audits and noted as approved or requiring additional information prior to the next Board meeting.

## **ELECTION OF OFFICERS**

Ms. Strong made a motion to nominate Mr. Raymond as chair of the Board. It was seconded by Ms. Huettig. Motion carried.

**NEXT MEETING** was scheduled for January 31, 2020 at 1:00 PM MST.

## **ADJOURNMENT**

Ms. Huettig made a motion to adjourn the meeting at 2:35 PM MDT. It was seconded by Ms. Strong. Motion carried.

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Charles W Raymond, Chair

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Gretchen A Huettig

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Marlene F Strong

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John Downey

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Kelley Packer, Bureau Chief